

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Associate Information Systems Analyst (Procurement / Billing)		REPORTING UNIT NUMBER: 2240	
DIVISION/BRANCH OR CENTER: Information Systems Branch		LOCATION: Sacramento - HQ - Information Systems Branch (ISB)	
CLASS TITLE: Associate Information Systems Analyst (Spec) (AISA)		POSITION NUMBER: 533-240-1470-001	EFFECTIVE DATE: 5/1/2006
<u>Supervision Exercised</u>			
Number	Direct Supervision Classification	Number	Indirect Supervisor Classification

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under general supervision of the Data Processing Manager II, the AISA is responsible for independently performing a variety of complex technical duties to efficiently support all aspects of the telecommunications system within CCC statewide. Duties include:

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| 35% | <p>Purchase IT hardware, software, and services for the CCC following the laws, guidelines, and requirements enforced by DGS and other control agencies. Understand DOF/DGS, IT procurement, and IT contracting guidelines and regulations and ensure CCC compliance with these regulations. Assist IT staff with the development of IT interagency agreements, IT service contracts, and IT vendor contracts. Develop bid specifications. Conduct procurement bids following control agency guidelines. Assist CCC staff in the development of Requests for Proposal (RFP), Requests for Information (RFI), and Requests for Offers (RFO). Evaluate new and replacement IT products to identify impacts of deploying into CCC current technology and infrastructure. Draft policy and procedures involving IT procurement and IT contracts. Develop purchasing files and maintain purchasing documentation according to control agency guidelines. Responsible for IT contract management, IT contract renewals, and software licensing renewals in accordance with procurement guidelines. Maintain CCC software inventory. Maintain CCC IT procurement manual and procurement guidelines in accordance with control agency standards and guidelines. Develop and keep current the department's Software Management Plan. Participate in, and draft, feasibility studies in accordance with control agency guidelines.</p> |
| 30% | <p>Provide statewide maintenance and technical support for the department's telephone systems, voice mail systems, faxes, video conferencing equipment, call accounting systems, and data communication services and systems. Purchase, issue, monitor, track, document, and support all headquarters telecom equipment, cell phones, and pagers. Order, issue, track, monitor, and document, department calling cards. Initiate, complete, and document all adds, moves, and changes to all voice and data communications statewide. Provide technical guidance to service districts regarding telecommunication systems usage and telecommunication procurement needs. Provide the service districts technical guidance in maintaining existing and evolving information technology and telecommunication systems. (i.e., wireless, frame relay, satellite, etc...).</p> |
| 30% | <p>Monitor and maintain IT budgets for CCC telecommunications services and Headquarters IT operations. Conduct analysis of on-going IT and telecommunications usage costs. Develop and provide monthly budget reports to ISB Manager. Responsible for all IT bill paying including headquarters telecommunications (voice, cellular, fax, data lines, etc...) bills, bill reconciliation, IT payment requests, and IT budget system maintenance (METS reconciliation).</p> |
| 5% | <p>Provide backup support to help desk staff, answering the help desk line and logging tickets into Track-It software program.</p> |